

re:Search[®]NM Quick-Start Guide

Getting Started

1. Access the re:SearchNM website:
<https://researchnm.tylerhost.net>
2. Click **Sign in** to sign in with your File & Serve credentials, or click **Register** if you do not have a File & Serve account already.

If you need help registering or signing in, you can reach us by email or phone:

- Email: research.support@tylertech.com
- Phone: 844.307.8720

After you sign in, click the Help icon (?) for additional support options.

Searching

To search for cases, filings, and documents:

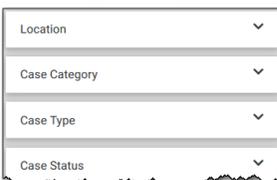
1. Open the *Search* page by clicking the **Search** card on the *Dashboard* or by clicking **Search** on the re:Search menu (☰).
2. Click **Cases** to search for cases, **Filings** to search for filings, or **Text** to search for text within documents.



3. To search by keyword, type your search criteria in the **Search** field, and then press ENTER or click the Search icon (🔍).



4. Use the filter options on the left side of the *Search* page to filter the cases, filings, or documents that are currently displayed.



5. Once you find the cases, filings, or documents that you want, you can do any of the following:
 - Click the case description to open the *Case Details* page for the case or the *Filing Details* page for the filing or document.
 - Click **SAVED SEARCHES** to save your search to use again later.

Case Details Page

The *Case Details* page is where you can see information on a case, including the following:

- Case details such as the case number and type
- Parties, attorneys, and judicial officers, if available
- Filings and documents
- Hearings, if available

From the *Case Details* page, you can do the following:

- Click **FILE INTO** to save the case to a folder.
- Click **ALERT** to set a case alert.
- Click **SUMMARY** to display the case summary, if available.
- Click **FILE INTO** to file into the case.
- Click the name of a party, attorney, or judicial officer to set a name alert on that person or to search for the person's other cases.

Case Alerts

You can set an alert on a case. When you set a case alert, re:Search sends you an email whenever a new filing or hearing (if available) is added to the case.

To set a case alert, click the Case Alert icon (👁️) at the top of the *Case Details* page or any other page on which cases are displayed. The Case Alert icon turns dark (👁️) to indicate that you set an alert on the case.



To see all cases on which you have set case alerts, access the *Case Alerts* page from the re:Search menu (☰).

Name Alerts

You can set alerts on parties, attorneys, and judicial officers to be notified when they are added to cases.

To set a name alert, click the name on the *Case Details* page to open the Name Options menu, and then click **Name Alert** to open the *Name Alert* dialog box. Complete the fields, and click **Save**.

Name Alert

Type: Party

Name: Danny Defendant

Alternate Spelling 1: Dano Defendant

Alternate Spelling 2: Dan Defendant

How Often: Instantly

Delivery Method: Email

CANCEL SAVE

To manage your name alerts or add new, proactive name alerts, access the *Name Alerts* page from the re:Search menu (☰).

Search Alerts

You can define search alerts using the same criteria available on the *Search* page. re:Search then continuously monitors all case and filing activity and sends you an email when it finds a match.

To define and manage your search alerts, access the *Search Alerts* page from the re:Search menu (☰).

